

Adobe Acrobat Pro

PDF Strengths

- Preserving layout and content between computers (editing is more difficult)
- Creating replacements for paper forms

Acrobat Strengths

- Making PDF's
- Scanning and Processing
- PDF Form Creation

Paper to Digital

Input: Scanners

If you want to get the most out of Acrobat, a good scanner is a must. We'll be looking at two scanners: an expensive feeder model that scans both sides at the same time and an older flatbed model.

Recognize Text

Acrobat is able to recognize text from images and PDF's. For comparison:

Adobe Acrobat X - Paid product, one step scanning, great compression, fast processing

Google Drive - 5GB Free, Great for digitizing text, only first 10 pages

Naming and Search

Organization is important for paper, but probably even more so for digital files. When programs scan files, they can start with names like scan 001. Names like these can make searching very difficult. Combine that with the ability to put folders inside folders and you have a problem you might not have with paper.

Digital to Digital

Keep it Digital

"Digital" doesn't necessarily mean PDF. It could mean sharing a Word document and using Track Changes to collaborate or simultaneous editing with online applications like Google Docs or Hackpad.

Digital to PDF

PDF's are good for maintaining formatting and content between computers. One of the great things about PDF is if you can print it, you can make it into a PDF. If you don't have it already, talk to your Distributed Support person about installing a PDF printer.

Digital Forms

Adobe Acrobat X allows you to place form fields that can either be printed or saved and returned. While a digital signature is possible, most users are not used to this. To create a PDF form:

1. Make a PDF either by **converting** or **Printing to PDF**
2. In Acrobat X Use **Tools > Forms > Create** to build your form
3. Acrobat will detect the fields that it can, but be sure it has them correct. Add more fields with the **Add New Field** option from within the **Forms > Edit** menu

Google docs allows you to create simple online forms that will create an entry in a spreadsheet.